**Position: Design Intern**

**Reports To: Head of Design and Creation**

**General Description**

The design intern is responsible for assisting in the design and creation of jewelry and store reference materials

**Qualifications**

* Currently or recently in a design or jewelry Degree/Certification program.
* Demonstrated knowledge of jewelry repair, fabrication gems, and metallurgy.
* Demonstrated knowledge of related machinery and technology to produce 3D design (Rhino, matrix gold/Z brush) 2D design (adobe suite) and jewelry construction.
* Entry level understanding of related machinery and technology to produce jewelry is preferred, i.e. 3D models, precious metal fabrication, metal casting, etc.
* Experience with excel and spreadsheets is required
* Excellent verbal, written, and interpersonal skills.
* Excellent hand rendering ability.
* Strong collaboration skills and a positive attitude.
* Strong organizational, multi-tasking, and prioritizing skills.
* Attention to detail and consistent accuracy with all data.
* Proven track record of trustworthiness and integrity.
* Accomplished critical thinking skills and outcome oriented.
* Ability to follow processes and all firm’s policies.
* Ability to think quickly and creatively to navigate a complex working environment.

**Essential Functions & Responsibilities**

**I. Custom Design**

A. Collaborate with Design and creation Jeweler on developing castings and designs for custom pieces.

 1. Develop 3D models

 2. Assist with Casting prep.

 3. Wax carving.

 B. Tracks custom design pieces.

**II. Miscellaneous**

 A. Maintain 3D printer.

1. Maintain and clean the polishing room.
2. Perform all duties with courtesy, friendliness, and enthusiasm.
3. When performing other duties do them with the same thoroughness that you perform your own regular job.
4. Adhere to rules, regulations, and firm policies, present and future that are published for employees
5. Prioritize your work and maintain high quality standards.
6. Strive to accomplish department goals.
7. Continue to look for ways to elevate the overall client experience.
8. Assist co-workers as needed to help meet the overall firm’s goals and deadlines.
9. Professional development.

 L. Performs other duties as necessary.

**Work Environment**

Professional retail environment: General working hours are 7:30am – 6:00pm Tuesday through Saturday. A minimum of 10 hours – maximum 40 hours per week. Approximately 90% sitting and working at a computer/bench and 10% walking gathering information. These hours and days may change based on work load and special events/meetings.

**Physical Requirements**

Must be able to communicate effectively, both verbally and in writing; able to sit for long periods of time. Must be able to type on a keyboard.

Note: Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job. Jobs are organic in nature and may change from time to time. Job descriptions are intended to be accurate reflections of those principal job elements essential for making fair pay decisions about jobs

Up-dated: 3/2023

Signature Date